

ROCEDURES FOR INSTALLATION CLEARANCE (RET ONLY)

1. Upon receipt of Retirement orders the AGENCY POC or the service member must contact the selected Transition Point to schedule your appointment with the Retirement Services Office (RSO) and your final out-processing appointment. Please be reminded that a completed retirement physical is required prior to your appointment with transition or a memorandum from the Medical Facility stating that an appointment was not available prior to their transition appointment. **Please make arrangements with your Transition Point for preparation of your DD 214 Worksheet prior to attempting to clear the Army Education Center. The AGENCY POC should call the Transition Point at Ft. Myer (703) 696-3332/3164, Ft. Belvoir (703) 805-3682 for Officers, (703) 805-4438 for Enlisted, Ft. Meade (301)677-9600/9602.**
2. The Military Personnel Service Center will issue clearance papers no earlier than (NET) ten duty days prior to schedule departure for transitional leave and/or Permissive TDY. **Service members will need PCS orders, Agency clearance papers, and their PCS leave form(s) (DA31) to pick up clearance papers.** You will be given a final out appointment with the Military Personnel Service Center, 8th floor during issuance of clearing papers.
3. The Military Personnel Service Center will appoint a courier to hand-carry the service member's 201 file to the Transition Point approximately 10 working days prior to their Transition Point final out-processing appointment.
4. If you are separating from active duty for any reason, you must clear the highlighted areas. If you fail to do this, finance may withhold up to 45% of your final pay until they can verify that you have no outstanding debts.
5. You will need the following paperwork when you come in to the Military Personnel Service Center for your final out appointment:
 - a. Completed clearance papers including agency (if your agency does not have unit clearance papers a memo stating that you have cleared your agency must be provided).
 - b. A copy of your last OER/NCOER or memorandum stating why you have not received one
 - c. **DA Form 2962-** Security Termination Statement or **Standard Form 312** - Must have to clear.
 - d. **ACAP (DD FORM - 2648)**

FINAL OUT APPT: _____
DATE

0800-1600
TIME

WHERE EVERYTHING IS LOCATED

| <u>ACTIVITY</u> | <u>LOCATION</u> | <u>PHONE</u> | <u>CLEAR</u> |
|-------------------|------------------------|---------------|--------------|
| CIF | Ft Myer Bldg 313 | 703 696-3472 | RET |
| *Provost Marshall | Where Applicable | | RET |
| Education Office | Pentagon, 3C147 | 703 614-4514 | RET |
| *Housing | Ft Myer bldg 416 | 703 696-3557 | RET |
| Dental | Primary Care Facility | | RET |
| Medical | Primary Care Facility | | RET |
| Transportation | 8th Floor, Taylor Bldg | 703 602-1906 | RET |
| *Security | Your Agency | | RET |
| ACAP (DD 2648) | Ft Myer, Bldg 230 | 703 696 -2635 | RET |
| | Ft. Belvoir, Bldg 1017 | 703 805-9247 | |

*Provost Marshall – Ft Belvoir 703 806-4024
Ft Myer 703 696-3525

* Security – If your agency doesn't have a Security office, go to Crystal City at 2530 Crystal City Drive, the Taylor Building/NC#3, 8th floor Phone: 602-5428/2382/2791

* Housing -Ft Belvoir 703-805-3019, Andrews AFB- 301-981-5165, Ft Myer 703-696-3557, FT Meade 410-672-4570, Bethesda-301-295-0798, Quantico-703-784-2711, Walter Reed-202-782-3117

Questions referencing to out-processing may be addressed by calling CUSTOMER SERVICE at the following numbers: (703) 602-1253, 602-1255, 602-0446, 602-0561.

I have been informed that I must clear all the above locations prior to my final appointment at the MPSC

Signature _____ Date _____